



THE COUNTY OF BUTTE
IS SEEKING AN
ASSISTANT DIRECTOR
OF PUBLIC WORKS



UNIQUE OPPORTUNITY

Butte County seeks an experienced, collaborative and people-oriented professional to help provide leadership and direction for the County's Public Works Department.

ABOUT BUTTE COUNTY

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This "Land of Natural Wealth and Beauty" was founded on February 18, 1850 and is one of California's original counties. Its name is derived from the Marysville or Sutter Buttes, which lay within the boundaries of the County when it was created. Butte County is home to a growing population of 210,500 people who live in the incorporated cities of Biggs, Chico, Gridley, Paradise, and Oroville, which serves as the county seat. The County offers an ideal economic atmosphere with inexpensive land, a highly educated labor force and a lower than average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a non-congested, rural environment. Bidwell Park, in Chico, is the third-largest city park in the world extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada Mountains also provide a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico with an enrollment of more than 15,000 students. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

Recreational Activities

In Butte County, there is something for everyone. Recreational opportunities include water sports of all types on crystal lakes dotting the County's landscape. Whitewater rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the County boundaries. There is literally no end to the beauty of the area's

natural offerings and few places in the nation have the variety or quality of scenery and activities found here.

COUNTY GOVERNMENT

Butte County is a Charter County with an FY 04-05 proposed budget of \$318 million and approximately 2,150 full-time employees. It has a proud tradition of being a stable local government bolstered by a forward-looking Board of Supervisors.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for all county roads, totaling more than 1,350 miles, along with 255 bridges and over 250 additional structures (including culverts). The Department prepares engineered plans and specifications, inspects construction projects, manages county right-of-ways, prepares environmental documents, obtains regulatory permits, administers solid waste facilities, maintains county levee systems, and reviews planning submittals for subdivisions. Department resources include a FY 04-05 proposed budget of \$17.9 million and 124 full-time employees.

PUBLIC WORKS DEPARTMENT MISSION STATEMENT

The Public Works Department exists to serve the public by providing for the construction and maintenance of the Butte County infrastructure, including roads, bridges, land development, solid waste, public transit, county service areas, and county vehicle maintenance. These services will be accomplished in an honest, ethical, forthright and respectful manner in keeping with the goals of the Butte County Board of Supervisors and the laws and regulations governing these activities.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of an Assistant Director of Public Works, the County has identified the current issues and priorities that will need to be addressed by the successful candidate:

Staff Development

The Department has lost a number of key staff members to retirement. These vacancies need to be filled. Among the key responsibilities of the new Assistant Director are: effectively filling the gaps;

fostering a feeling of “team” within the Department; and leading staff into the future. This will require a commitment to staff development, retention, and recruitment.

Fiscal Challenge

Not unlike other public organizations in California, Butte County is facing significant fiscal challenges. The new Assistant Director will be expected to review the Department’s revenue and operation for cost saving and revenue enhancement opportunities given decreasing resources with increasing demands/ expectations.

Landfill

After previously contracting with a private solid waste company, Public Works has taken over the operations of the Neal Road Landfill (March 2003). Monitoring of ongoing projects and activities will require the attention of the Assistant Director.

County Geography/Climate

The landscape of Butte County varies from the flat valley floor, to the mountainous terrain of the northern Sierra Nevadas. The County’s 1,350 miles of road stretch from the western flatlands to an elevation of more than 6,000 feet. Localized flooding of area rivers/ creeks and Sierra snowstorms in the winter, and hot Northern California temperatures in the summer, provide significant challenges for the Department.

THE POSITION

The Assistant Director of Public Works assists the Director in planning, organizing, and directing the Public Works Department. He/she manages the Department in the Director’s absence. The Assistant Director has direct responsibility for managing/ administering the Department budget. Direct reports to the Assistant Director include: Senior Engineer, Road Superintendent (road maintenance operations), Solid Waste Manager, Supervisor of Clerical Support, Administrative Analyst, Accountant (II), and Information Systems Technician.



THE IDEAL CANDIDATE

The ideal candidate is an experienced public works/ engineering professional who has exceptional leadership, communication, and interpersonal skills and possesses broad experience in all areas of public works engineering and field operations and maintenance. A Bachelor’s degree in civil engineering and registration as a civil engineer in California is required, along with at least three years of engineering experience serving in a supervisory capacity. Certification as a Land Surveyor is considered a plus, as is a Master’s degree.



Expertise

The new Assistant Director will need to have the ability to work collaboratively within the County and with other local, state, and federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow through of projects to completion. While broad knowledge and skills covering all major areas of public works is assumed, the issues and priorities facing Butte County demand particular, demonstrated expertise in the following areas:

- Proactive and creative problem solving with a strong commitment to the County’s quality of life
- Strategic orientation and ability to anticipate issues and problems
- Excellent written and oral communication skills
- Positive employer-employee relations
- Focused on both internal and external customer service
- Being a team player in serving as a leader of the Department; building and maintaining teamwork within the Public Works Department
- Resourcefully and creatively seeking financial opportunities
- Project management skills
- Understanding of information technology as it relates to public works
- Ability to work with the Department’s human resources in recruiting / succession planning
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public
- Politically astute, yet not political

Personality / Management Style

- Friendly, outgoing, approachable
- Team builder; motivator
- Openly seeks ideas and comments from others, including employees, and is decisive once input is obtained and considered
- Gives credit to others; praises, compliments
- Self-confident, high self-esteem, but not arrogant
- Motivated to make a positive difference in the lives of others
- Collaborative and creative in problem solving
- Honest, has integrity; high ethics and values that drive his or her behavior; trustworthy
- Sense of humor
- Treats all people with dignity and respect

COMPENSATION AND BENEFITS

Salary

The salary range for this position is \$79,308 to \$96,396. Actual salary will be based on the qualifications of the successful candidate.

Retirement

- Participation in the PERS program 2% @ 55 (single highest year). County pays employee's contribution

Leave Program

- Vacation based on years of service beginning at 14 days per year
- Sick leave of 12 days per year
- 11 paid holidays per year

Insurance

- Participation in the County sponsored Health Plan under PERS, which includes a choice between three medical plans as well as dental and vision insurance
- Life insurance of \$25,000

Additional Benefits

- Optional supplemental life insurance; accidental death and dismemberment insurance
- Participation in County's 125 Cafeteria Plans; Deferred Comp (457) Plans; Short/Long-term Disability Programs

APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity as Assistant Director of Public Works, submit a cover letter with current salary, resume, and three work-related references by **Monday, September 20, 2004** to:



Stuart Satow
CSAC Human Resources Advisory Services
241 Lathrop Way
Sacramento, California 95815
Tel: 916 263-1610 or 916 263-1401
Fax: 916 561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CSAC HR Advisory Services will report the results to the County. The County will then select candidates to be invited to participate in interviews in Butte County (Oroville) beginning in early November. An offer of appointment is expected in mid-November following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.

Visit the Butte County website at: www.buttecounty.net

